

	MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES CHILD AND ADULT CARE FOOD PROGRAM	ISSUED	REVISED	CHAPTER	SECTION
	EMERGENCY/HOMELESS SHELTERS POLICY & PROCEDURE MANUAL	6/1/02	4/09	9	9.6
CHAPTER Chapter 9. The Monitoring Visit		SUBJECT Non-Profit Food Service Verification			

All CACFP money paid to a shelter must be used solely for the food service operation. The Missouri Department of Health and Senior Services – Bureau of Community Food and Nutrition Assistance (MDHSS-BCFNA) Nutritionist will review expenditures and income to the Program for the review month to evaluate if the CACFP payment (monthly reimbursement) is being used solely for food service costs.

Receipts for food expenditures and documentation of food donations will be reviewed. If food costs for the month are less than the CACFP reimbursement, the shelter may be required to document other food service costs such as food service labor, food service supplies, rent, and/or utilities. A simple record of revenues and expenditures is what is needed as long as the shelter is consistent with the guidance. If the total food service costs do not support the service of adequate, nutritious meals to the infants and children, meals may be disallowed.

Reference: CACFP-607